

Jane Thistlethwaite Arts Travel Bursary

Purpose of the Fund

The Jane Thistlethwaite Arts Travel Bursary is managed by The Friends of the Norwich Museums and has been established to provide financial assistance to support research and development in the contemporary and historical visual arts which is of relevance to and of benefit to Norfolk, Suffolk and Cambridgeshire.

About Jane Thistlethwaite

Jane Thistlethwaite worked as a volunteer in the Art Department at Norwich Castle Museum and had a lifelong passion for the visual arts. This fund has been set up by friends and relatives in her memory to enable others to explore new opportunities, carry out research and encourage learning in the visual arts.

Who is eligible to apply?

Students, volunteers and staff (excluding heads of departments) working in or with East Anglian museums and galleries that are registered, or provisionally registered, under the U.K. Museum Registration Scheme, or amending legislation, or an equivalent institution.

What will the Fund support?

The Fund will support up to 50% of total project costs up to a maximum of £1,000 towards one or more of the following

- **travel and subsistence costs**
- **materials costs**
- **exhibition / presentation / documentation / report costs**
- **equipment costs**
- **training costs**

Grant criteria

- **The grant must be part of a planned programme of activity with a defined outcome such as an exhibition, a piece of research, a commission, a catalogue**
- **The project can be a stand-alone project or part of a larger project**
- **The project must demonstrate that it will be of relevance to or of benefit to the counties of Norfolk, Suffolk or Cambridgeshire**
- **The project must demonstrate how it will improve public knowledge and enjoyment of visual art**
- **The project must be completed within a defined timescale, to be agreed with the trustees.**

Applications

- **Application forms can be obtained from the Bursary Administrator c/o Friends of the Norwich Museums, Norfolk Museums & Archaeology Service, Shirehall, Market Avenue, Norwich NR1 3JQ. Please enclose an A4 SAE with your request**
- **Applications are considered twice a year - at the end of March and end of September. Applications must be submitted to the Bursary Administrator by 28 February and 31 August of each year.**
- **Applicants will be notified of award decisions in April and October and will include a payment schedule and conditions according to project needs**

Successful awards - conditions

- **All applicants must submit a written report at the end of their project**
- **Receipts must be provided as proof of expenditure**
- **The Fund Committee must be notified of any public events carried out as part of the project**
- **The Fund Committee must be notified of any significant changes to the project**
- **The Jane Thistlethwaite Arts Travel Bursary must be credited on any publicity material / reports / exhibitions/ books/ publications**

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Application Form

The Applicant

Name

Address
.....

Telephone number:

Email

The Referee

Name

Address
.....

Telephone: **Email:**

Please submit the following:

1. On no more than 2 sides of A4 please address the following:

a. Details about yourself and your eligibility to apply

b. Describe the project, how you will carry it out and what the final outcome will be

c. How much you are applying for and what the grant will go towards

d. Describe how the project is of relevance to or of benefit to the counties of Norfolk, Suffolk or Cambridgeshire

e. Describe how it will improve public knowledge or enjoyment of visual art

2. Attach a CV

3 Complete a budget form (attached).

**Please return your application to the Jane Thistlethwaite Arts Travel Bursary Administrator,
c/o Friends of the Norwich Museums, Norfolk Museums & Archaeology Service, Shirehall, Market Avenue, Norwich NR1 3JQ.**

Deadline dates for submission of applications are 28 February and 31 August each year.

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Budget

Income	
Applicant's contribution	
Other sources of funding (indicate whether secured, anticipated or applied for)	
Amount from Jane Thistlethwaite Visual Arts Bursary Fund (no more than 50% of total project costs)	
Total income for the project	

Expenditure	
Travel and subsistence	
Materials	
Exhibition / presentation / documentation / reports	
Equipment	
Training	

Total; expenditure	
NB Please ensure that total income equals total expenditure	